

CRIME STOPPERS INFORMATION ANALYST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work in the Crime Stoppers Program involving the collection, summarization and dissemination of confidential information in reference to crimes and suspected criminals. The employee in this class performs crime research utilizing computer programs in support of the operations of the division including the preparation and maintenance of comprehensive and detailed reports and records associated with the Crime Stoppers Program. The Crime Stoppers Analyst works with little supervision and reports to and has work reviewed by a supervisor in the Criminal Investigation Division as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives all information involving tips on crimes committed or on anticipated criminal activity directed to the Crime Stoppers Program through telephone calls, mail or electronic mail. Maintains anonymity of callers and persons delivering crime scene information. Verifies tips from the public. Monitors current and local events to determine relativity to the operations of the Crime Stoppers Program. Prepares, analyzes, and disseminates information relevant to all criminal activity, utilizing computer software programs and research methods. Prepares narrative statements in order to summarize information related to the Crime Stoppers Program. Relays crime information to the appropriate police department detective or other law enforcement agency through written correspondence or verbal response.

Determines Crime Stoppers reward amount using pre-determined guidelines based on the tips provided. Presents reward calculations to the Crime Stoppers Board of Directors for approval. Assigns each case a code number, a bank location and a date. Ensures that the reward payments are properly distributed to a local financial institution. Provides the person who provided good tips with all pertinent information for reward. Designates and maintains

numerical list of identification codes to ensure individual providing information receives monetary reward. Ensures all reward money is handled properly at the financial institution.

Prepares, maintains and completes records and reports required to document the activities of the Crime Stoppers Program. Compiles and analyzes statistics needed for monthly, quarterly and annual reports on the program. Prepares and submits statistical reports, summaries and speeches relating to the program activities. Keeps up-to-date on activities and operations of the Criminal Investigation Division. Maintains log book of Crime Stoppers Program activities. Writes narrative reports and submits reports as directed. Writes letters and memoranda in order to effectively communicate information or requests.

Maintains all computer files and hard copy files for the Crime Stoppers Program within the police department. Utilizes and maintains program specific computer software developed by the national Crime Stoppers organization. Performs appropriate back-up function in computer files. Meets with sales representatives of software companies to obtain information on updates on software, and makes recommendations on the purchase of new software programs. Maintains Crime Stoppers website which includes information on nine surrounding parishes as it relates to the Crime Stoppers Program. Monitors internet based social networking sites to obtain information about criminal activities.

Prepares bulletins by gathering information on fugitives including obtaining a copy of the warrant for and picture of the fugitive. Works closely with local media to provide information on unsolved cases. Compiles information and writes a narrative for approval prior to submitting to the media. Releases information to the news media by submitting written statements or meeting with representatives of the media according to departmental policies.

Promotes a positive image of the work of the department in the daily performance of duties. Informs visitors who are wanting to report information on a crime of the appropriate means to report crime related information in order to protect their anonymity or directs them to speak with a detective. Answers questions from the public related to the operations of the Crime Stoppers Program. Participates in public education programs, talks and demonstrations. Distributes literature and related items at Crime Stoppers functions or outside meetings. Coordinates special projects. Participates in conferences, conventions, and other educational meetings. Acts as a liaison between outside agencies and the police department Crime Stoppers Program. Coordinates the work of the department with related federal, state, and local agencies, releasing or receiving information in projects of mutual concern.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least two (2) years experience in criminal justice, law enforcement or a related field involving research, compilation and analysis of criminal activities.